



Committee: Accounts, Audit and Risk Committee

Date: Wednesday 28 July 2021

Time: 6.30 pm

Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor Mike Kerford-Byrnes (Chairman)

Councillor Conrad Copeland
Councillor Tony Ilott
Councillor Tom Wallis

Councillor Hugo Brown (Vice-Chairman)

Councillor Matt Hodgson
Councillor Nicholas Mawer
Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Minutes (Pages 5 - 10)

To confirm as a correct records the Minutes of the meetings of the Committee held on 19 May 2021 and 21 June 2021.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

7. Internal Audit Charter (Pages 11 - 28)

Report of Director of Finance

Purpose of report

This report presents the Internal Audit Charter and Internal Audit Quality Assurance Programme for 2021/22.

Recommendations

The committee is Recommended to:

- 1.1 Approve the Internal Audit Charter.
- 1.2 Note the Quality Assurance and Improvement Programme.

8. Counter Fraud Annual Plan 2021/22 (Pages 29 - 50)

Report of Director of Finance

Purpose of report

This report presents the Annual Plan for the Counter-Fraud service at CDC for 2021/22. It provides an overview of the current Service (resources, arrangements) and the detailed Plan and actions for the current financial year. The Plan supports the Council's Anti-Fraud and Corruption Strategy by ensuring that the Council has in place proportionate and effective resources and controls to prevent and detect fraud as well as investigate those matters that do arise.

This report also presents the new set of performance indicators that will be reported to the Accounts Audit and Risk Committee going forwards.

The updated Counter-Fraud Strategy which is public on the Council's Intranet and website, is also presented in this report.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Comment and note the Annual Counter Fraud Plan for 2021/22
- 1.2 Note the updated Counter Fraud Strategy and Performance Framework in Appendix 1 and Appendix 2

9. Support to Subsidiaries (Pages 51 - 54)

Report of Director of Finance

Purpose of report

To inform the Committee of the overall level of support provided to the Council's subsidiaries and how this is considered as part of the external audit.

Recommendations

The meeting is recommended:

- 1.1 To note the report and raise any queries on the exempt appendix.

10. Work Programme (Pages 55 - 56)

To consider and review the Work Programme.

11. Exclusion of Press and Public

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

12. Support to Subsidiaries - Exempt Appendix (Pages 57 - 64)

Councillors are requested to collect any post from their pigeon-hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295

221554 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Watching Meetings

Please note that Council meetings are currently taking place in person (not virtually) with social distancing at the meeting. Meetings will continue to be webcast and individuals who wish to view meetings are strongly encouraged to watch the webcast to minimise the risk of COVID-19 infection.

Places to watch meetings in person are very limited as we continue to apply social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team democracy@cherwell-dc.gov.uk who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Sharon Hickson, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221554

Yvonne Rees
Chief Executive

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